

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

August 12, 2020

**BOD PRESENT:** Cheryl Woodford, David Kirchhoff, Tom O'Neill (joined the meeting late), Robert Miller and Steve Sears

**PRESENT:** Chief Richard Pearce and Executive Assistant Nicole Chaput

**BOD ABSENT:**

**AGENDA ITEM 1 – CALL TO ORDER**

President Woodford called the meeting to order at 1832 hrs.

**Executive Assistant Nicole Chaput conducted roll call due to meeting being conducted via teleconferencing:**

Woodford – Present

Kirchhoff – Present

Miller – Present

Sears – Present

O'Neill – Absent for roll call

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A. Approval of Minutes, July 8, 2020**

M/Sears, S/Miller to approve Minutes, July 8, 2020

**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Absent

**AGENDA ITEM 3 – COMMUNICATIONS**

- Thank you note to A shift crew members for their assistance on a medical call
- Thank you note from a resident for all of the help with multiple medical calls
- Thank you note from a local family who needed assistance with their carbon monoxide detectors
- Ark article: "Candidate filing period opens July 13 for councils and other races", 7/1/20
- Ark article: "Board gives early OK for 49-foot portable cell tower behind old BofA building", 7/1/20
- Letter to Editor: "Cellphone towers may be ugly but they're necessary for everyone", 7/8/20
- Ark article: "Free Chipper Day set for July 11 at Blackie's Pasture in Tiburon", 7/8/20
- Paragraph as part of Ark article regarding TFPD BOD incumbents/candidates for upcoming 11/3/20 election, 7/15/20
- Ark article: "Planning Commission Oks 49-foot portable cell tower", 7/15/20
- Ark piece and photo: "Prepping for fire season", 7/15/20

- Ark article. “Residents jump online with mixed reactions to unannounced fireworks off Belvedere”, 7/29/20
- Correspondence discussed regarding the fireworks display on 7/17/20

Director O’Neill has joined the meeting

#### AGENDA ITEM 4 – PUBLIC OPEN TIME

President Woodford announced Public Open Time. No public comment/no public announced their presence on the telephone call at this point in the meeting.

#### AGENDA ITEM 5 – CHIEF’S REPORT

##### A. Monthly Report

The Covid-19 situation remains very dynamic as businesses continue to gradually reopen, and close again based on the Governor’s and local HHS orders; we will be working closely with the Town/City and Chamber of Commerce to assist wherever possible. We continue to work closely with our local government stakeholders in identifying threats to the community. Through planning, preparation and prevention, we will mitigate these threats to the best of our ability.

There has been significant progress on several long-standing projects with agreements with Angel Island State Park, the replacement of Station 10 and the removal of the Verizon Cell Site from Station 11. Following discussions at the last Board meeting, Chief Pearce reached out to Director O’Neill regarding the proposed estimates for paving at Station 11, he felt the price/sq. was consistent with his experience and we are currently reviewing the scope and impacts to the project with removal of the Verizon Site prior to preparing bid documents.

ISO will be completing its 5-year review of the District. This is a very thorough process and requires a tremendous amount of effort in documenting our personnel, training, apparatus, water system and communications to name a few. Chief Pearce is confident we will be able to maintain our coveted Class 1 rating.

The chief remains very proud and appreciative of the way everyone has stepped up to the challenge and kept morale high, while recognizing the potential long-term ramifications to the District.

Chief Pearce would like to acknowledge the many contributions to the District by Engineer John Miller and wish him a happy and healthy retirement.

The next Board meeting will once again be held telephonically on September 9<sup>th</sup>. Executive Assistant Chaput will provide the call-in information and procedures to better facilitate the meeting.

#### Operations

The District responded to the following calls:

153 calls

Zone 10 – 24

Zone 11 – 60

Zone 12 – 18

Angel Island – 1

Bay Waters – 4

Others – 46

**Significant Events:**

There were no significant events during the month of July

**Out-of-County/Pre-Positioning:**

There were no out-of-county/pre-positioning assignment during the month of July

**Training**

Marin County Block Training focused on Rope Rescue.

In-house EMT training pertained to trauma assessments.

Our medical director monthly training also focused on trauma assessments. We also had a mandatory class on our new narcotic tracking system.

FF/PMs Martin Siragusa and Omar Bell successfully passed the final driver/operator testing and are now qualified District drivers.

FF/PMs Omar Bell, Charles Armour and Martin Siragusa all successfully passed their Module 4 testing and are on to the last module before probation is completed. FF/Trainees Zac Durall and Davis Pratt successfully completed Module 1 testing.

Boat Operations training focused on Level 1 operations for Lt. Mark Newman and FF/PM Nate Buck. Both have started their task books for Level 1 operations. Rescue swimmer training focused on improved swim techniques, as we will have our annual swim test next month.

Wildland training is a primary focus right now as the fire season is upon us. Crews have been driving fire roads, practicing progressive hose lays and reviewing wildland tactics and strategies. We are preparing for the differences Covid 19 will have on campaign fires and how we, as an agency, will have to be more self-sufficient for food and shelter.

Personnel with greater than 20 hours of training: FF/PM Omar Bell (22), FF/PM Martin Siragusa (25), FF Digory McGuire (38), Capt. Rod Stewart (30), Lt. Mark Newman (25), Lt. Mark Fitzgerald (38) and FF/PM Matt Wilson (23).

Battalion Chief Hellyer would like to recognize all of TFD for keeping the training going through these uncertain times. Our probationary employees continue to work hard and are dedicated to learning and improving. Special recognition to FF/PM Nate Buck for training our swimmers to swim more effectively during a potential water rescue.

**Logistics/Maintenance**

Routine monthly maintenance performed.

**Apparatus/Equipment:**

- E10 – broken passenger side mirror replaced by TFD
- E12 – pump packing adjusted by TFD personnel
- Fireboat Tiburon – faulty wiper motor diagnosed and replaced by TFD and life jacket CO2 cartridge replaced by TFD
- E611 – burned out tail light assembly replaced by TFD

- UT12 – battery replaced by TFD
- Honda Generator recall completed by Bucks Saw Service
- 3 SCBA returned by AllStar after repairs

**Stations:**

- Station 10 – ambulance bay door repaired by an outside vendor and Plymovent system repaired by an outside vendor

**Prevention / Public Education**

Deputy Fire Marshal (DFM) Lantier reports \$2,071.00 billed for July.

**Inspections Completed:**

105 inspections were completed in July. 1 inspection was performed for Fire District final approval. 3 fire sprinkler systems were inspected for compliance. 93 WUI/Defensible Space inspections were completed by DFM Lantier (5), FPS Heckler (50) and (38) from our Fire Prevention Intern Jessee Gerhardt via Google Earth.

**Plan Reviews Completed:**

DFM Lantier performed 13 plan reviews for Design Review and/or Building Permit work. 13 plan reviews were done for Solar Voltaic systems with battery back-up systems. 3 plan reviews were performed for fire sprinkler systems.

**Community Risk Reduction/Public Education:**

The third Chipper/Vegetation Removal event of the year at Blackie's Pasture was a great success on July 11th. We saw 195 vehicle trips over 8 hours, which was just under the June record of 208. We reached 85 addresses: (5) SMFD's jurisdiction in Tiburon and (80) from our District. Of the 195 loads, (49) loads were 2 or more from a single address which is 52% of the total. (28) were 3 or more loads from a single address (14% of total). (12) loads were 4 or more from a single address (6% of total). We filled (1) 20-yard dumpster and (6) 40-yard dumpsters that equated to 260 cubic yards/112,000 lbs. or 32.5 tons removed.

On top of Chipper Day, Caltrans also came to the Peninsula to cut vegetation on Tiburon Boulevard from Trestle Glen to Rockhill. North Bay Supervisor Chad Klein reported 100 cubic yards of green chips were removed. Green chips weigh out to 473 lbs. per cubic yard, so we added 47,300 lbs. or 23.65 tons, which also left the Peninsula for fuel reduction. This totals 56.15 tons removed which edges out June as the most ever in a single month to date.

Discussion of above report.

**B. Permitted Fireworks Display on 7/17/2020**

Discussion. A resident of Strawberry/Mill Valley who was on the call utilized the 3-minute public comment option at this time in the meeting.

**C. Angel Island Agreement**

Discussion.

M/O'Neill, S/Miller to ratify the Angel Island Agreement  
**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye  
 Kirchhoff – Aye  
 Miller – Aye  
 Sears – Aye  
 O'Neill – Aye

**D. Station 10 replacement - Planning and Scoping Agreement Discussion.**

M/Kirchhoff, S/Sears to approve the Station 10 replacement - Planning and Scoping Agreement

**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye  
 Kirchhoff – Aye  
 Miller – Aye  
 Sears – Aye  
 O'Neill – Aye

**AGENDA ITEM 6 TREASURER'S REPORT**

**A. Finance Report**  
 Director Sears presented the Finance Report Discussion.

7/9/2020

<b>Balance on Hand Operating (BofA), beginning</b>	\$	165,754.13
Prior Period Adjustment (7/8/20 ending balance was \$5,754; an estimated CAMP transfer for later in the month was errantly calculated into the ending balance)	\$	(160,000.00)
Cash Revenue/Deposits	\$	365,941.13
Cash Expenditures	\$	(248,473.45)
Net LAIF/CAMP Transfers In/(Out)	\$	65,000.00
<b>Balance on Hand Operating (BofA), ending</b>	\$	<b>188,221.81</b>

Transfers to P/R Account	\$	635,000.00
Transfers from CAMP	\$	700,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	

**Reserve Balances**

Apparatus Reserves	\$	951,383.00
Facilities/Eq/PERS/OPEB Reserve	\$	3,280,633.00
General Operations Reserve	\$	1,709,428.07

LAIF Ending Balance	\$	5,371,538.60
CAMP Ending Balance	\$	569,905.47

**Total Investment Acct Balance     \$ 5,941,444.07**

**B. Approval of Payroll and Warrants**

M/Kirchhoff, S/Sears to approve payroll in the amount of \$546,394.00 and warrants in the amount of \$276,390.81

**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

**C. Ratify engagement of Terry Krieg, CPA for F/Y 2019-20 Audit**

M/Kirchhoff, S/Sears to ratify engagement of Terry Krieg, CPA for F/Y 2019-20 Audit

**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

**AGENDA ITEM 7 – COMMITTEE REPORTS**

**A. MERA – Chief Pearce**

Implementation of the Next Gen Project moved from County of Marin and AECOM, a high-end construction management company, is transitioning into the project with the recruitment of an Implementation Coordinator in progress. Customer Design Review (CDR) issues are being addressed and corrected with Motorola and once fully resolved the project schedule will be finalized and the CDR will be forwarded to the Governing Board for approval. The Federal Assistance to Firefighters Grant received for Marin County Fire agencies was applied to radio upgrades and MERA will actually see some savings to the project budget as a result.

**B. SMEMPS – Director O'Neill**

SMEMPS met on August 5<sup>th</sup> to approve the Final Budget F/Y 2020-21. Discussion on the next steps on the interim finance piece will continue. New equipment necessitated by Covid-19 has been placed on the medic units.

**AGENDA ITEM 8 – BOARD OF DIRECTORS/BOARD COMMENTS**

Director Sears congratulated Chief Pearce on his hard work on getting funding for Angel Island responses. Chief Pearce appreciates the Board members' continued patience and participation during the pandemic.

**AGENDA ITEM 9 – ADJOURNMENT**

M/Kirchhoff, S/Sears for adjournment.

**Executive Assistant Nicole Chaput polled the Board:**

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Meeting adjourned at 1908 hrs.



Steve Sears, Director



David Kirchhoff, Vice President

ACRONYM GLOSSARY:

BoA – Bank of America  
BOD – Board of Directors  
BOS – Board of Supervisors  
CAMP – California Asset Management Program  
CEQA – California Environmental Quality Act  
COM – County of Marin  
EIR – Environmental Impact Report  
FAIRA – Fire Agencies Insurance Risk Authority  
FASIS – Fire Agencies Self Insurance System  
FDAC – Fire Districts Association of California  
JPA – Joint Powers Authority/Agreement  
LAFCO – Local Agency Formation Commission  
LAIF – Local Agency Investment Fund  
MCFCA – Marin County Fire Chiefs Association  
MCFPO – Marin County Fire Prevention Officers  
MCSO – Marin County Sheriff's Office  
MERA – Marin Emergency Radio Authority  
MOU – Memorandum of Understanding  
P/R – Payroll  
RIC – Rapid Intervention Crew  
SEIR - Subsequent Environmental Impact Report  
SMEMPS – Southern Marin Emergency Medical Paramedic System  
TFPD – Tiburon Fire Protection District  
TVFD – Tiburon Volunteer Fire Department

